

**WINNER SCHOOL DISTRICT 59-2
OFFICIAL SCHOOL BOARD POLICY**



Title: Assistant Business Manager

QUALIFICATIONS:

- a. Clerical, bookkeeping and computer experience required.

REPORTS TO:

- a. Superintendent of Schools and Business Manager.

SUPERVISES:

Other clerical personnel.

JOB GOAL:

To assist in the administration of the district's business affairs so as to provide the maximum services for the financial resources available. To assure the smooth and efficient operation of the school office.

PERFORMANCE RESPONSIBILITIES:

1. Code and approve general fund and trust agency vouchers
2. Enter general fund and trust agency bills into computer.
3. Number each voucher and insert checks into envelopes mailing.
4. Handle all aspects of the Trust & Agency accounts from beginning to end.
 - a. Accounts receivable
 - b. Accounts payable
 - c. Write checks
 - d. Balance accounts
 - e. Distribute individual reports to each advisor of account
 - f. Receipt and deposit all money
5. Prepare money boxes for athletic/co-curricular events and concessions. Count and deposit money after events.
6. Write checks for officials of athletic events.
7. Prepare imprest report
8. Compile mileage for monthly car replacement reimbursement.
9. Record sick leave, personal leave, and professional leave for each employee. Transfer to permanent record cards at end of each year.
10. Type employee and school closing rosters.
11. Compile and type information for 1099's.
12. Pickup mail, distribute to all schools and open office mail.
13. Take out going mail to post office or UPS.
14. Record monthly postage used and charge each account. Replenish postage supply each month.
15. Answer phone and help the public.

FILE NO: 6.01

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Adopted: 8-8-94

Effective: 8-8-94

Amended:

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16. Gather information for school calendar and coordinate with printing company. Record each school event in main calendar.
17. Schedule and rent armory, auditorium and other school facilities.
18. Schedule school vehicles for student and teacher use.
19. Responsible for maintenance of school vehicles.
20. In charge of Adult education classes.
21. Gather rural mileage vouchers.
22. Follow state policies in requesting Medicaid Refunds for Special Education.
23. Insure that purchasing procedures are followed prior to inputting voucher reimbursements.
24. Assist Superintendent and Business Manager when needed.